

NOTICE OF AGENDA
Polk County
County Administrator Selection Committee
Polk County Government Center, West Conference Room, Second Floor
100 Polk County Plaza, Balsam Lake, WI 54810
Thursday, February 25, 2010
1:00 pm
Open Session
A Quorum of the County Board may be present

ORDER OF BUSINESS

- Call To Order
- Approval of the Agenda
- The County Administrator Selection Committee will convene in Joint Session with the Personnel Committee on the consideration and action of the following subject matters:
 - Round Table Discussion regarding County Administrator, County Structure and Policies, Jeff French, Barron County Administrator and Rachael Richie, Barron County HR Director will join as Guest Attendees.
 - Consideration of Revision and/or Recommendations for County Board Rules of Order; Code of Ethics; Duties and Responsibilities of Committees Policies; and Personnel Policies consistent with Creation of County Administrator; including, but not limited to resolution(s) on the formation of an adhoc committee of the County Board of Supervisors for the purpose of considering organizational changes to the committee/administrative board structure of the County Board of Supervisors and review compilation of recommendations on Policy Changes from other Committees and Members of the County Board of Supervisors.
- Following Adjournment of the Joint Session, the County Administrator Selection Committee will take up the following subject matters:
 - Public Comment
 - Approval of Minutes of February 5, 2010 Meeting
 - Consideration of Revision of County Policies consistent with Creation of County Administrator.
 - Consider Location of the Office of the County Administrator.
 - Recommendations on Support Staff for the County Administrator.
 - Restructure of Department of Administration consistent with County Administrator as department head, including revision of organizational chart and staff/position descriptions.

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

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- March 15, 2010 Meeting with Public Administration Associates, and agenda
- Identify Common Questions for Final Interview
- Setting Committee Meeting Calendar and Work Schedule for Upcoming Meetings
- Adjournment

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The meeting was called to order at 1:00 p.m. in Joint Session with the Personnel Committee.

Committee members present: Beseler, Sample, Schmidt

Also Present: The Personnel Committee: Arcand, Brown, Newville, Rattel. As well as Gjonnes, McCurdy, Demers, Jerrick, Fuge, and Kusmirek.

Round Table Discussion regarding County Administrator and County Structure and Policies - Jeff French, Barron County Administrator; Rachael Richie, Barron County HR Director; and Heidi Syvinski, Barron County joined the committee as Guest Attendees

2:30 p.m. Barron County Employees left, followed by Personnel Committee at 2:40 p.m.

Motion (Beseler/ Sample) to approve agenda. Motion carried by voice vote.

Motion (Sample/Beseler) to approve minutes of February 5th meeting. Motion carried by voice vote.

Public comments – No public comments.

Consideration of Revision of County Policies consistent with Creation of County Administrator – Discussed the need to review current County Policies and identify those requiring changes to avoid conflict with State Statues designating the duties and responsibilities of a County Administrator.

Consider Location of the of County Administrator – Various options were discussed, followed by a brief tour of the 2nd floor of the Government Center.

Recommendations on Support Staff for the County Administrator – Discussed various options, including the possibility of utilizing assistance from the County Clerk's office.

Restructure of the Department of Administration consistent with County Administrator as department head, including revision of organizational chart and staff/position descriptions – It is the consensus of this Committee that the Finance Committee recognizes the urgent need to address the structure of the Department of Administration.

March 15, 2010 Meeting with Public Administration Associates, and agenda – P.A.A. will meet with the Committee at 2:30 p.m. on Monday, March 15th. The agenda will include finalization of the plans for the C.A. applicant reception.

Identify Common Questions for Final Interview – At the March 15th Meeting with P.A.A. will request suggestions regarding the final interview questions.

Calendar– Next meeting will be March 15, 2010.

Peterson and McCurdy left the meeting at 4:15 p.m.

Motion (Sample/Schmidt) to adjourn. Motion carried by voice vote.

Adjourned 3:41 p.m.